



**June 18, 2015**

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, 420 Holmes Street, Room 334 Bellefonte, PA or call (814) 355-6748 for an application. This posting can be viewed and an application downloaded from our website at [www.centrecountypa.gov](http://www.centrecountypa.gov).

### **Vehicle Operator**

p.c. #32

#### **Position Overview**

**Department:**

Transportation Office

**Base Pay:**

\$11.20/hour

Grade: N-04

**Shift Available:**

Full Time 80%

30 hours/week

Monday-Friday Days

**Minimum Education & Training**

**Requirements**

High school diploma or equivalent, plus valid Pennsylvania driver's license. No formal work experience required, but 1-2 years experience dealing with the elderly and/or disabled population is helpful. Must have a safe driving record.

**Applications:**

Applications for this position will be accepted until **Friday, June 26, 2015 at 5:00 pm.**

#### **Summary of Job Functions**

- ◆ Transport ambulatory and non-ambulatory passengers in County vehicles in a safe, reliable and timely manner.
- ◆ Assist passengers in boarding and disembarking County vehicles from door to door.
- ◆ Interact professionally and cheerfully with passengers.
- ◆ Follow logical, efficient and direct transportation routes according to pre-scheduled manifests.
- ◆ Ensure that any required fares/fees are collected and receipts distributed to appropriate passengers.
- ◆ Observe all traffic laws.
- ◆ Maintain logs and daily record sheets.
- ◆ Provide information for periodic surveys as requested.
- ◆ Maintain order and discipline in the vehicles.
- ◆ Operate radio communication in a professional manner.
- ◆ Performs pre and post trip walk around the vehicle assigned that day to ensure safety and assist in maintenance of vehicle.